

COUNCIL AGENDA

MONDAY, 26 FEBRUARY 2018



GLENORCHY CITY COUNCIL

- * The General Manager certifies that in accordance with section 65 of the *Local Government Act 1993*, any advice, information and recommendation contained in the reports related to this Agenda have been prepared by persons who have the qualifications or experience necessary to give such advice, information and recommendations.

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

TABLE OF CONTENTS:

1.	APOLOGIES	4
2.	CONFIRMATION OF MINUTES	4
3.	ANNOUNCEMENTS BY THE CHAIR	4
4.	PECUNIARY INTEREST NOTIFICATION	4
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
6.	PUBLIC QUESTION TIME (15 MINUTES).....	4
7.	PETITIONS/DEPUTATIONS.....	4
	COMMUNITY	5
8.	ANNOUNCEMENTS BY THE MAYOR.....	6

9.	MULTICULTURAL HUB NAMING	10
10.	TOLOSA PARK MASTERPLAN - PUBLIC CONSULTATION	13
GOVERNANCE		17
11.	APPOINTMENT OF ALDERMEN TO SPECIAL COMMITTEES AND EXTERNAL BODIES.....	18
12.	COUNCIL MEETING START TIMES	32
13.	CORPORATE REPORTING FRAMEWORK.....	39
14.	REVIEW OF GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE.....	41
15.	COUNCIL POLICY: GRIEVANCES INVOLVING THE GENERAL MANAGER	46
16.	STRATEGIC AND KEY OPERATIONAL RISK REGISTER 2018.....	49
17.	MINISTERIAL DIRECTIONS	54
18.	HOBART CITY DEAL	59
19.	PROCUREMENT EXEMPTIONS - MONTHLY REPORT.....	64
20.	CORPORATE PERFORMANCE INDICATORS - DECEMBER 2017.....	66
21.	ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT.....	69
22.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	71
CLOSED TO MEMBERS OF THE PUBLIC		72
23.	APPLICATIONS FOR LEAVE OF ABSENCE.....	73
COMMUNITY		73
24.	TASWATER CONDITION TO DEFERRAL OF DECOMMISSIONING OF TOLOSA DAM.....	73
GOVERNANCE		73
25.	ORGANISATIONAL STRUCTURE REPAIR PROJECT	73
26.	PROCESS FOR DEVELOPMENT OF GENERAL MANAGER'S KPIS.....	73

27.	BOARD OF INQUIRY - DIRECTORS AND OFFICERS INSURANCE UPDATE	74
28.	BRIEFING ON TASGAS GAS PIPELINE REPAIR, DERWENT PARK ROAD, SEPTEMBER 2017	74
29.	AUDIT PANEL MINUTES AND CHAIR'S REPORT: 8 DECEMBER 2017 TO 15 FEBRUARY 2018 MEETINGS.....	74
30.	ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT	74
31.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	74

1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 15 January 2018 be confirmed.
That the minutes of the Special Council Meeting held on 8 February 2018 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

Council will receive a deputation from Mr. George Burrows.

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

Author: Mayor (Ald. Kristie Johnston)
Qualified Person: General Manager (Tony McMullen)
ECM File Reference: Mayoral Announcements

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

To receive the announcement of events by the Mayor.

Proposal in Detail:

The following is a list of events and meetings the Mayor has attended during the period from Monday, 22 January 2018 to Monday, 19 February 2018.

Monday, 22 January 2018

- Guest on the Triple M Dave Noonan Breakfast Show with Al Plaith
- Attended a meeting with GM and Deputy Mayor

Tuesday, 23 January 2018

- Attended a meeting with Ald Bull
- Attended a meeting with Ald Dunsby
- Attended the West Moonah Community House Eating with Friends Luncheon
- Attended a meeting with Ald Fraser
- Attended a meeting with Minister Gutwein, the Deputy Mayor and GM to discuss the Ministerial Directives

Wednesday, 24 January 2018

- Attended a meeting with Ald King
- Attended a meeting with Ald Carlton
- Attended a meeting with Ald Richardson
- Attended a meeting with Ald Thomas

Thursday, 25 January 2018

- Attended a meeting with Ald Sims

Friday, 26 January 2018

- Presided over the Australia Day Citizenship Ceremony and the Glenorchy Citizen of the Year and Glenorchy Young Citizen of the Year Awards
- Attended the Citizens of the Year Group Annual Australia Day Dinner

Sunday, 28 January 2018

- Coordinated and participated in the Clean Up Glenorchy Taskforce monthly clean up in the Glenorchy CBD

Monday, 29 January 2018

- Attended a meeting with representative from Golden Years Club
 - Attended meeting with a resident

Tuesday, 30 January 2018

- Attended a meeting with representatives of MONA

Thursday, 1 February 2018

- Attended a meeting with a representative of the Glenorchy District Football Club

Saturday, 3 February 2018

- Attended an all-day training and induction day for Glenorchy Aldermen
- Held media conference relating to the losses on pokie machines in Glenorchy

Monday, 5 February 2018

- Spoke with ABC Mornings (Leon Compton) about pokie machines and upcoming Special Council meeting
- Attended the Southern Tasmanian Councils Association Mayors Roundtable meeting
- Attended the Southern Tasmanian Councils Association General Meeting
- Attended a meeting with representatives from Football Federation of Tasmania and the Deputy Mayor

Tuesday, 6 February 2018

- Attended a meeting with the Honourable Josh Willie MLC, Member for Elwick

Wednesday, 7 February 2018

- Attended the TasWater Owners Representatives Quarterly Briefing – South meeting
- Attended and spoke at the Greater Moonah Community Group meeting

Thursday, 8 February 2018

- Attended the Planning Training Session for Glenorchy Aldermen
- Chaired the Special Council Meeting
- Opened the Glenorchy Open Exhibition and the Margaret Wilson Exhibition at the Moonah Arts Centre

Friday, 9 February 2018

- Spoke with ABC Breakfast (Ryk Goddard) about the Special Council meeting
- Welcomed the Queen's Baton Relay to Glenorchy at Glenorchy Primary School
- Attended the Collingwood v Giants Suncorp Super Netball Practice Match at the Derwent Entertainment Centre

Tuesday, 13 February 2018

- Chaired the Glenorchy Planning Authority meeting
- Attended the Local Government of Tasmania's Meet the Candidate Forum

Wednesday, 14 February 2018

- Chaired the General Manager's Performance Review Committee meeting
- Attended the Mayben Artisan Jewellery Competition Draw

Thursday, 15 February 2018

- Attended a media event for the "Pokies Parasite"
- Briefly attended the Transit Corridor Stakeholder Forum
- Attended the official opening of the 2018 Australian Radio Yachting Association National Championships at Montrose Bay Foreshore
- Attended a meeting with a resident
- Attended the screening of 'Ka-Ching: Pokies Nation' at the State Cinema

Friday, 16 February 2018

- Attended a meeting with a representative of the Glenorchy District Football Club Women's Team
- Attended the Chinese New Year Banquet as a guest of Master Xin De Wang from the Tasmanian Chinese Buddhist Academy of Australia

Saturday, 17 February 2018

- Attended the Tasmanian Symphony Orchestra's Symphony under the Stars Concert at Tolosa Park

Sunday, 18 February 2018

- Attended the Glenorchy Junior District Football Club Open Day at KGV
- Attended an event for Sue Hickey, Candidate for Denison

Monday, 19 February 2018

- Attended the Claremont Mens' Shed general meeting

Numerous internal Council meetings and administrative duties were also undertaken.

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

RECEIVE the announcements about the activities of the Mayor's office during the period from Monday, 22 January 2018 to Monday, 19 February 2018.

9. MULTICULTURAL HUB NAMING

Author: Community Development Coordinator (Jill Sleiters)

Qualified Person: Acting Director, Community, Economic Development and Business (David Ronaldson)

ECM File Reference: Multicultural Hub-MCOT (Multicultural Council of Tasmania)

Community Plan Reference:

Making lives better

Our social, recreational and cultural facilities, events and experiences will attract and retain people in Glenorchy to share our wonderful way of life.

Strategic or Annual Plan Reference:

Making Lives Better

- 1.2 Support our communities to pursue and achieve their goals.
- 1.2.1 Encourage and support communities to express and achieve their aspirations.
- 1.2.2 Build relationships and networks that create opportunities for our communities.

Reporting Brief:

The purpose of this report is to outline the current service agreement between Council and the Multicultural Council of Tasmania (**MCOT**) to operate a multicultural hub from the Council owned building located at 65 Hopkins Street Moonah, and to change the name of the building to 'The Multicultural Hub' which reflects its current purpose.

Proposal in Detail:

Council has provided use of the Council-owned building at 65 Hopkins Street, Moonah to be dedicated to running a multicultural hub over five (5) years.

To support the functioning of a multicultural hub the Tasmanian State Government provided to Council \$200,000 over four years. In addition, \$100,000 was received from the State Government in 2014, to develop the Council Multicultural Community Spaces Plan (Attachment 1), adopted by Council on 31 August 2015.

The multicultural hub acts as a dedicated and transitional space for multicultural groups, specifically focusing on the needs of the newly arrived community as identified in the Council Community Spaces Plan.

Following a tender process, a service agreement between Council and MCOT was signed in August 2017 to enable MCOT to develop and manage the hub based at the Hopkins Street venue. The new Multicultural Hub was officially launched by the Premier of Tasmania in November 2017.

MCOT is responsible for managing the facility and assisting groups to use it. An advisory structure, including representation from targeted communities, is being developed to ensure effective governance and operations of the multicultural hub.

MCOT is also responsible for building the capacity of representatives and members of multicultural groups to be able to access and use other facilities and spaces in the Glenorchy and Greater Hobart area.

The building at 65 Hopkins Street is currently known as the Hopkins Street Centre. Due to the building being the original Moonah Arts Centre, it is widely referred to as the 'Old MAC'.

The proposal to rename the building to 'The Multicultural Hub' is to clearly publicise its current purpose and to develop appropriate signage that reflects the partnership between Council, the Tasmanian State Government and the current service provider-MCOT.

Consultations:

Community Development/Planning/Property Section

MCOT Board members

MCOT facilitated community meeting on the 11 October 2017

MCOT facilitated consultation at the official launch on 25 November 2017.

Current users of the hub

Electronic survey in January 2018

Human Resource / Financial and Risk Management Implications:

Building signage costs will be shared by Council and MCOT from existing budgets.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
There is no discernible risk to Council in adopting the proposed name change	n/a	n/a/	n/a	n/a
If Council does not endorse the proposed name change, there may be confusion as to the purpose of the building and a lack of awareness of its new purpose.	Minor (C4)	Unlikely (L2)	Low	Council endorses the proposed name change, as recommended.

Community Consultation and Public Relations Implications:

Approximately eighty (80) people attended an MCOT facilitated community discussion on the 11 October 2017. A range of topics were discussed and people were invited to leave their naming suggestions for consideration.

The fourteen (14) MCOT board members, who represent a range of new and established multicultural communities voted for their preferences.

Approximately 300 people attended the launch in November 2017 and were invited to submit their ideas for a name.

Current users of the hub have been encouraged to provide suggestions for naming the hub. The Acting Director, Community, Economic Development and Business provided a name.

MCOT circulated an electronic survey in January 2018, with an invitation to express preferences for four (4) names in addition to providing other suggestions. A total of 61 surveys were completed with the following responses.

- The Multicultural Hub 40.98% (25 responses)
- The Hub 6.5% (4 responses)
- Multicultural Centre 29.5% (18 responses)
- The Moonah Hub 11.48% (7 responses)
- Other 11.48% (7 responses)

The seven (7) 'Other' suggestions included; Multicultural Community Centre, Peace Hub, Our Hub, Moonah Multicultural Centre, Multi-culture Hub and Multicultural Hub.

Recommendation:

That Council:

ENDORSE the proposed change to the name of the 'Hopkins Street Centre ' to 'The Multicultural Hub' in order to reflect its current purpose.

Attachments/Annexures

- 1  Multicultural Community Spaces Plan

10. TOLOSA PARK MASTERPLAN - PUBLIC CONSULTATION

Author: Manager Property Assets (Steven Spinks)
Qualified Person: Acting Director City Services and Infrastructure (Paul Garnsey)
ECM File Reference: 210 Tolosa Street

Community Plan Reference:

Valuing our environment

The active involvement of the community means we will maintain and enjoy our natural treasures like Wellington Park, Tolosa Park, Montrose Bay, Gould's Lagoon, and Myrtle Forest.

Strategic or Annual Plan Reference:

Valuing our environment

- 3.2 Manage our natural environments now and for the future
- 3.2.1 Set priorities for management of our natural and built environments in partnership with our communities.

Reporting Brief:

The purpose of this report is to seek Council's approval to undertake public consultation for the Tolosa Park redevelopment master plan.

Proposal in Detail:

Background

TasWater plans to decommission Tolosa Dam by June 2019 (at the latest), a process involving draining of the reservoir and removal of the existing embankment.

The removal of the dam is necessary due to non-compliance with modern safety standards. It is no longer being used by TasWater as part of its supply network. The former reservoir footprint will be landscaped to form new recreational areas within the existing Tolosa Park based on a master plan to be developed by Council. The area is to be developed by Council in accordance with a landscape design developed with feedback from the community.

New features may include planting of trees, shrubs and other vegetation, paths, grassed areas, ponds and other landscape features. There may also be new recreational facilities such as seating, paths, play equipment and shelters.

Project Timeline

The approximate timeline for the project to decommission the Tolosa Dam is as follows:

Date	Event
March – April 2018	Community engagement in accordance with Community Engagement Plan (discussed further below)
July 2018	Presentation of feedback from community engagement to the Glenorchy community, Tolosa Park user groups, Council and other stakeholders listed in the community engagement plan
July – September 2018	Preparation of Tolosa Park Master Plan
September 2018	Presentation of Tolosa Park Master Plan to Council
September - Feb 2018	Procurement of services for decommissioning dam and Stage 1 of redevelopment of Tolosa Park by TasWater.
March – August 2019	Decommissioning of Tolosa Dam and Stage 1 of Tolosa Park redevelopment by TasWater.

Need for Community Engagement

TasWater has sought completion of the community engagement and master planning for the project by September 2018 to enable its decommissioning timetable to be achieved.

The overall objective is to provide the most appropriate recreational space at Tolosa Park that meets the needs of users and the broader Glenorchy community.

To ensure that acceptable outcomes for all stakeholders (including the community) are achieved, Council requires information from park users, community groups and other stakeholders to understand what they would like to see in Tolosa Park and its potential uses. This feedback will be used in the preparation of a master plan. Council must also work closely with TasWater to ensure that the community's expectations are adequately conveyed.

Community Engagement Plan

Council has developed the Tolosa Park Development Project Community Engagement Plan to guide this significant and important community consultation exercise (**Engagement Plan**). A copy of the Engagement Plan is [Attachment 1](#) to this report.

The Engagement Plan employs a combination of 'consult' and 'involve' engagement techniques. Those techniques are outlined in Council's *Community Engagement Procedure* guide, which has been followed in preparing the Engagement Plan.

Engagement activities that are provided for in the Engagement Plan include:

- focus group meetings with Tolosa Park user groups and community groups
- focus group meetings with schools and childcare groups
- direct mail or phone to nearby residents
- information sessions, public display and survey for the Glenorchy Community, and
- discussions and briefings with TasWater

After completion of community engagement activities the results will be analysed and feedback given to the identified stakeholders.

The final report will be presented to Council and will form the basis for preparation of the Tolosa Park master plan and works to be executed.

It is hoped this level of engagement will ensure that the eventual landscape design is accepted by the majority of Glenorchy citizens, community groups and key Tolosa Park stakeholders. This will underpin Council's ongoing work at Tolosa Park in years to come.

Consultations:

TasWater
Executive Leadership Team
Coordinator, Community Planning and Engagement
Marketing and Communications Officer

Human Resource / Financial and Risk Management Implications:

Human resources implications will be limited to the utilisation of existing staff to undertake community engagement activities. The cost of conducting community engagement activities will be absorbed in existing budget allocations.

In-terms of the risk management implications:

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If recommendations are adopted: Community consultation running over time and over budget leading to a delay in the decommissioning project with the potential for outcomes that do not adequately reflect the requirements of stakeholders.	Minor (C2)	Unlikely (L2)	Low	Council officers ensure that the Engagement Plan, as adopted, is followed and that appropriate monitoring is undertaken.
If recommendations are not adopted: The decommissioning project will proceed without an adequate assessment of the view of stakeholders in relation to the future of an important community asset, leading to a loss of amenity and disappointment from the community.	Major (C4)	Possible (L3)	Notable	Council adopts the recommendations in this report regarding community engagement activities.

Community Consultation and Public Relations Implications:

Detailed above.

Recommendation:

That Council:

AUTHORISE Council officers to commence public consultation for the Tolosa Park Master Plan, to be conducted in accordance with the Tolosa Park Development Project Community Engagement Plan (Attachment 1).

Attachments/Annexures

- 1  Tolosa Park Development Project Community Engagement Plan

GOVERNANCE

11. APPOINTMENT OF ALDERMEN TO SPECIAL COMMITTEES AND EXTERNAL BODIES

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: 2018 Committees

Community Plan Reference:

Leading our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community.
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency.
 - 4.1.2 Manage the City's assets soundly for the long term benefit of the community.
- 4.3 Build strong relationships to deliver our communities' goals.
 - 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.

Reporting Brief:

The purpose of this report is to recommend that Council:

- confirms the appointment of the Mayor to four (4) external bodies, and
- appoints Aldermen to five (5) Special Committees

as required under legislation and Council policy.

Proposal in Detail:

Background

To assist Council to achieve its goals and objectives and comply with its statutory responsibilities, Council has established and maintains representation on a number of internal committees and working groups and other statutory bodies.

By convention, and in accordance with Council policy, Council elects Aldermen to represent Council on the various committees and other bodies following a Council election.

An initial round of elections to committees was held at the Special Council meeting on 8 February 2018.

This report recommends that further elections are held for an additional five (5) Special Committees of Council, identifies the candidates nominated for each available position and provides the information required for Council to consider and determine appointments.

It also seeks resolutions confirming the Mayor's appointment to certain external bodies, as required under the *Local Government Act 1993 (the Act)*.

Appointment of Mayor to external bodies

Section 27(1)(f) of the Act provides:

"the functions of a mayor are -

...

(f) to represent the council on regional organisations and at intergovernmental forums at regional, state and federal levels."

The Regional organisations and at intergovernmental forums at regional levels on which Council has traditionally been represented include the following:

- Local Government Association of Tasmania
- Southern Tasmania Councils Authority
- TasWater board, and
- Hobart Glenorchy Joint Authority.

In order to ensure compliance with s. 27(1)(f) of the Act, it is recommended the Council confirms the Mayor's appointment to the above bodies.

Notice to Aldermen calling for nominations

The nomination and appointment process for Special Committees and other bodies is set out in Council's *Nominations and Appointments to Committees and Other Bodies Policy (the Policy)*, a copy of which is Attachment 1 to this report.

In accordance with clause 5 of the Policy, a Notice was circulated to Aldermen on 14 February 2018 (**Notice**) calling for nominations to the Special Committees (**the committees**):

- Safer Communities Committee
- Glenorchy Arts and Culture Advisory Committee
- Glenorchy Youth Task Force
- Glenorchy City Council Access Committee
- Glenorchy Carols by Candlelight Committee

A copy of the Notice is Attachment 2.

It is anticipated that further nominations for committees will be called at a future Council meeting.

Nominations received

The nominations received for the committees are set out in the following table:

Committee / Body	Positions Available (not inc. Mayor)	No. of nominees	Ballot Required?	Nominees	Automatic Appointments
Safer Communities Committee	1	1	N	Ald. Dunsby	n/a
Glenorchy Arts and Culture Advisory Committee	2	2	N	Ald. Richardson Ald. Sims	n/a
Glenorchy Youth Task Force	3	3	N	Ald. Carlton Ald. Thomas Ald. Sims	n/a
Glenorchy City Council Access Committee	2	2	N	Ald. Dunsby Ald. Thomas	n/a
Glenorchy Carols by Candlelight Committee	2	1	N	Ald. Richardson	n/a

Procedural Requirements

Clause 5(7) of the policy set out the relevant part of the process for appointing nominees for committees, as follows:

“(7) Where the number of nominees for a position does not exceed the number of positions available, the Council will decide the nominees in accordance with its ordinary meeting procedures.”

There are no committees for which there are more nominees than positions available. Accordingly, there is no requirement to conduct a ballot to determine the nominees for any of the available positions.

NOMINATIONS TO COMMITTEES

The following information about each committee is provided below, as required under the Policy:

- the information specified in clause 5(2)(b) of the policy, and
- a list of the nominations received for each committee and the statements provided by the nominees in support of each.

Clause 5(6)(b) requires that “the documentation in support” of each nomination is provided in this report. Council is advised that all information relevant to each candidate’s nomination has been included in this report, in lieu of providing copies of the nomination forms themselves.

1. Appointment of Aldermen to Safer Communities Committee

Committee Information

Safer Communities Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	Core membership of the committee should comprise, as a minimum: • Council Representation - Mayor and 1 Alderman • Glenorchy Police (1) • Metro Tasmania (1) • Council Community Development Officer - Safer Communities (1) • Council Youth Participation Officer (1) • Community/Business Representatives (2) • Young Person Representative (1) • Neighbourhood Watch (1) • Crime Stoppers Tasmania (1) • Legal Aid Commission of Tasmania (1) • LINC (1) • Department of Justice/JusTas (1) • Department of Education (1)
No. of Aldermanic positions available	1 committee member
Meeting frequency	Last Thursday of the month (February to November) Ten monthly meetings to be comprised of five planning/information sharing sessions (to be held at 1.00pm) and five action based initiatives (times/dates to be determined by the committee).
Ex-officio appointments	Mayor
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	To gather and disseminate information through the groups represented, as well as the wider community and to develop and implement innovative action campaigns to address crime prevention and community safety issues.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): • attending meetings of the committee, and • discharging the roles and functions of the committee.
Extent of delegated authority	No delegated authority to commit council resources. With the exception of Council representation, the committee may appoint additional representatives from the organisations shown and may include representation from other organisations if it believes that further representation is warranted.

Nominations Received

Council has received a nomination from Ald. Dunsby for the position available on the Safer Communities Committee. Ald. Dunsby's statement in support of her nomination is as follows:

Ald. Dunsby	I have been a member of Neighbourhood Watch Tasmania since 2003 and President of the State body since 2008. In that time I have gained an extensive range of skills and knowledge around crime prevention and community safety. I work closely with Tasmania Police on a range of initiatives through the Memorandum of Understanding between Neighbourhood Watch Tasmania and Tasmania Police. My experience over many years in the community engagement sector marries well with some of the initiatives undertaken by the Safer Communities Committee and I would look forward to using these skills to further the outcomes of this committee.
--------------------	---

Recommendations

This report recommends that Ald. Dunsby is appointed to Safer Communities Committee in accordance with clause 5(7) of the Policy.

2. Appointment of Glenorchy Arts and Cultural Advisory CommitteeCommittee Information**Glenorchy Arts and Culture Advisory Committee**

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	• 2 Aldermen, and • Up to 8 representatives including, but not exclusively, the following categories: artists, arts organisations, education, cultural groups, CALD, disability, community groups, etc., who can demonstrate a strong connection with the City of Glenorchy.
No. of Aldermanic positions available	2 committee members
Meeting frequency	The Committee will meet a minimum of 4 times per year. The Committee has the capacity to hold additional meetings as required. Additional meetings will be convened by the Secretary with the agreement of a quorum.
Ex-officio appointments	None
Proposed term of appointment	Duration of Council term
Role and functions of Committee	The role of the Glenorchy Arts and Culture Advisory Committee is to: • provide advice to the Council on the development of policy, plans, programs, partnerships, facilities and services in arts and cultural development in Glenorchy • support the development and implementation of arts and cultural plans and policies of Council including the <i>Glenorchy City Council Community Plan 2015 - 2040</i>

Glenorchy Arts and Culture Advisory Committee

- support Council in the development, promotion and implementation of arts and cultural activities, partnerships, events and opportunities
- encourage and facilitate networking of local arts and cultural organisations and artists within Glenorchy
- provide input, through a working group of the Committee, into the programming and development of the Moonah Arts Centre
- provide input into the arts and cultural component of Moonah Taste of the World, and
- advocate to other levels of Government, business, community and philanthropic organisations for the development of arts and cultural initiatives in Glenorchy.

Nature of duties to be undertaken

The duties of a committee member, including (but not limited to):

- attending meetings of the committee, and
- discharging the roles and functions of the committee.

Extent of delegated authority

No delegated authority to commit Council's resources.

The Committee, through the Chair, can advocate or respond on behalf its members, and with the agreement of a quorum via a written document (i.e. submission, letter or email)

Nominations Received

Council has received two (2) nominations for the two (2) positions available on the Glenorchy Arts and Culture Advisory Committee. The nominees for the positions and the statements provided in support of each nomination are as follows:

Ald. Richardson	My vision for Glenorchy is a city of festivals, a place where we can encourage and promote the wealth of local talent, especially the talent of our young. Over the past few years we have been fortunate with the great success of the MONA complex and our own programs centered on GASP (Glenorchy Arts and Sculpture Park) and the Moonah Art Centre. I would also like to see the Arts and Performance space resources of local schools both state and private harnessed for coordinated usage both in terms of performance and training. I would appreciate the opportunity to work towards this vision by being a member of the Glenorchy Arts and Cultural Advisory Committee. I worked at the Conservatorium of Music for 10 years as the Examinations Officer for the Australian Music Examinations Board. The Creative Arts not only entertains but brings together sense of community and has a very positive impact on people's physical and mental wellbeing.
Ald. Sims	Make SmART choices. I recognise art touches people in many ways such as therapeutic, relatability, communicative and confronting (limitless). It plays a vital role in our daily lives, especially within our local community. My experience and enthusiasm for the arts would be an asset if undertaking this role. I am myself an artist of many mediums (model, paint, dance and sing etc) as is my close family (Mother – professional illustrator and portrait/landscape painter – Father is a craftsman/carpenter by trade). I also understand the direct links from art to culture.

	My professional and volunteer roles have required me to not only develop engagement strategies but utilise these inclusively via teaching adults and children, as well as running my own face painting business – Funky Face Fun. I have also been a professional singer, can play several instruments (not perfectly) and are classically/pop trained. I have thorough experience in supporting communities on a wide, family-based scale via tried & proven professional strategies, furthermore by using relatable approaches that speak to all demographics and actively promote a change in view – therefore behaviour. My background and the expertise in supporting of analysis of communities holistically would act as a solid foundation when using evidence based best practice for supporting the challenges faced within our community.
--	--

Recommendations

This report recommends that Ald. Richardson and Ald. Sims are appointed to the Glenorchy Arts and Cultural Advisory Committee in accordance with clause 5(7) of the Policy.

3. Appointment of Aldermen to Glenorchy Youth Task Force

Committee Information

Glenorchy Youth Task Force

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	The ideal size of the Youth Task Force is between 12 and 15 voting members, 2 non-voting members, and up to 6 associate members. 3 of the Associate Members will be the Council's liaison Aldermen. The liaison Aldermen will attend Task Force Meetings on an agreed rotational basis so that only one Alderman is present at the Task Force meetings.
No. of Aldermanic positions available	3 associate member positions (liaison Aldermen)
Meeting frequency	Fortnightly Note that Aldermen do not attend every fourth meeting. This arrangement will require each of the three Alderman to attend one meeting every eight weeks.
Ex-officio appointments	None
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	To: - consult with young people, and determine the needs and issues relating to them in the Glenorchy Municipality - represent the identified needs, issues, views of young people to the Glenorchy City Council - work with the Glenorchy City Council to identify strategies to respond to the needs, and issues related to young people in the Municipality

Glenorchy Youth Task Force

- work with the Glenorchy City Council to facilitate and develop opportunities for young people in the Municipality to participate in the community and in Council consultation and decision making processes
- contribute to the development of a positive profile and image of young people in the Community
- provide personal development and leadership development opportunities for the Task Force members
- represent young people in other forums outside Council and outside the Glenorchy Municipality
- provide information and advice to Council, and act as a reference and consultation point for Council programs and activities where appropriate, and
- provide information and advice to other communities developing processes of youth participation

Nature of duties to be undertaken

The role and of Aldermen is to provide two-way information, communication and education links between the Youth Task Force and Council.

Half yearly activities/events designed as less formal relationships/contact between the Youth Task Force and the Aldermen need to be developed and conducted. Responsibility for organising these activities should alternate between the Aldermen and the Task Force.

Extent of delegated authority

None.

Nominations Received

Council has received three (3) nominations for the three (3) positions available on the Glenorchy Youth Task Force. The nominees for the positions and the statements provided in support of each nomination are as follows:

Ald. Thomas	With over 18% of Glenorchy's population made up of 12-25 year olds, this is a crucial committee for Council. It is so important that we understand the views and drivers of our next generation, that we increase their knowledge of the goals and priorities for our community and seek their input in developing and achieving these. We must provide opportunities for social connectedness and pathways to enable our youth to be the best they can be and make a meaningful contribution to our community. I am approachable and genuine and being one of the youngest members of the Council, I am well placed to relate to the young people of Glenorchy and to understand their needs and views. I have insight into the solutions that will resonate with the younger generation and would relish the opportunity to work with youth, community organisations, schools and businesses to make the most of opportunities for our young people.
Ald. Carlton	My professional experience with the YMCA has instilled in me the importance of and value of engagement with young people and I am already familiar with the hard work and achievements of the Glenorchy Youth Task Force. Young people have a lot to offer our Council and with Special Committees like the Glenorchy Youth Task Force we can meaningfully involve young people in shaping the future of our community. If I am successful in my nomination for the Youth Task Force, I'll be a strong supporter and advocate of the Youth Task Force.

	This includes ensuring the views and concerns of young people are heard around the Council table and that there is effective two way communication between Council and the Youth Task Force.
Ald. Sims	I'm currently recognised as a proactive leader across various early childhood, youth, business and animal advocacy sectors - in both Australia and New Zealand. In addition to this, I hold a proven track record for supporting all stakeholders to reach capacity while exceeding objectives. A sound knowledge in Supporting youth and children, as well as business process improvement consultation. This includes: • Overseeing large and small organisations/projects • Scoping stakeholder requirements • Mentoring business leaders, educators and youth • Supporting & leading teams • P&C + PR-Building re: HR and connections - networking I thrive on a challenge and are a keen advocate for the community, specifically for children's health & well-being as well as 'sustainably balanced' business practices.

Recommendations

This report recommends that Aldermen Thomas, Sims and Carlton are appointed to the Glenorchy Youth Task Force in accordance with clause 5(7) of the Policy.

4. Appointment of Aldermen to Glenorchy City Council Access Committee

Committee Information

Glenorchy City Council Access Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	Up to 8 individual members (people with a disability who reside in Glenorchy) 1 additional individual member who is a parent or carer to one of the other individual members 5 organisations that work in a specific area of disability (with one representative from each. 2 Aldermen. Council's Access officer and other key officers (who will provide information and support only)
No. of Aldermanic positions available	2 member positions. Aldermen do not have voting rights on this committee.
Meeting frequency	The committee will meet at least 5 times per year.
Ex-officio appointments	None.
Proposed term of appointment	Duration of Council term

Glenorchy City Council Access Committee

Role and functions of committee

The role of the Glenorchy City Council Access Committee is to:

Advise and inform:

- provide advice to Glenorchy City Council on access issues
- assist in the development of access related policies and procedures
- raise access concerns related to Council's roles and functions
- be a point of consultation on the impact of Council activities and projects on people with disability
- provide input into the development of Council's Access Action Plan, and
- provide feedback on the implementation of Council's Access Action Plan, and

Advocate and promote:

- promote to Council the right of people with a disability to be treated in a manner that enhances dignity, independence and equality of service
- assist in the provision of Disability Awareness Training to Council Officers and other identified groups
- assist in the organisation of events celebrating the achievements of people with disability, and
- provide input into planning the International Day of People with Disability events.

Nature of duties to be undertaken

Aldermen will liaise between the Glenorchy City Council Access Committee and the Council. The Aldermen will be invited to all meetings but will not have voting rights.

Aldermen appointed to the committee will be considered to be advising Council on the views of the Access Committee only when those views are the views expressed by the majority of committee members.

Extent of delegated authority

The Glenorchy City Council Access Committee has a role to work with Council in the making and influencing of the Council's access related decisions. Council is the statutory decision making body. The Access Committee provides advice to Council to support this decision-making role. Matters raised by the Access Committee will be considered by Council, and subsequently may or may not be accepted.

The Access Advisory Committee does not have the authority to direct Council Officers, Committees, or Aldermen. The Committee does not have the authority to set policy or strategic directions for the Council.

Prior approval of the Council must be obtained before any committee member makes statements on behalf of the Council.

Nominations Received

Council has received two (2) nominations for the two (2) positions available on the Glenorchy City Council Access Committee. The nominees for the positions and the statements provided in support of each nomination are as follows:

Ald. Thomas	I have a strong belief in fairness and equity and am an advocate for enabling people to be their best selves by eliminating barriers to full participation in our community. It's not physical, intellectual or mental health conditions that disable people, but physical environments, social attitudes and systems. In my role at Sport and Recreation Tasmania I was responsible for project managing the development and implementation of the Tasmanian Sport and Recreation Framework for People with Disability. This involved liaison with disability service providers and peak bodies to determine needs and priorities and facilitating partnerships between these organisations and state and local sport and recreation organisations to improve sport and recreation opportunities for people with disability. Through this work, I developed a sound knowledge and understanding of the disability sector and the barriers and enablers to participation. In addition, one of my best friends lives with quadriplegia and I have walked alongside her experiencing the challenges she encounters and – with determination and appropriate supports – overcomes to live a meaningful, contributing life. Finally, working in mental health, I am fully aware of psychosocial disability – the somewhat forgotten disability. I also have a good understanding of the NDIS. Whether or not I am successful in my nomination, I will advocate for the remit of the Access Committee to include psychosocial, intellectual and physical disability. Increasing awareness and understanding of different types of disability is crucial to eradicating discrimination and creating an equitable society for everyone.
Ald. Dunsby	It is important for Glenorchy Council to be aware and address areas of access concern within its community. The range of issues are many and varied, and can be addressed through feedback, site visits, disability awareness training and keeping the Access Action Plan updated. I can bring to this committee a conduit for community and organisational concerns and feedback on the issues they may face. The Access Action Plan provides a strong framework for a whole of Council engagement for people of all abilities. I would ensure that the focus areas for action are a strong consideration in all decisions of Council as they arise.

Recommendations

This report recommends that Aldermen Thomas and Dunsby are appointed to the Glenorchy City Council Access Committee in accordance with clause 5(7) of the Policy.

5. Appointment of Aldermen to Glenorchy Carols by Candlelight Committee

Committee Information

Glenorchy Carols by Candlelight Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	2 Aldermen and up to 5 community representatives
No. of Aldermanic positions available	2 committee members (who co-chair meetings on an alternating basis)

Meeting frequency	The Committee will meet a minimum of 4 times per year. The Committee has the capacity to hold additional meetings as required.
Ex-officio appointments	None
Proposed term of appointment	Duration of Council term
Role and functions of committee	The role of the Glenorchy Carols By Candlelight Committee is to: • oversee the development and staging of the annual Glenorchy Carols by Candlelight event • advocate on behalf of the event to potential sponsors, partners and the general community, and • oversee and advise on key partnerships with service organisations engaged with the event.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): • attending meetings of the committee, and • discharging the roles and functions of the committee.
Extent of delegated authority	None.

Nominations Received

Council has received a single nomination, from Alderman Richardson for the one (1) position available on the Glenorchy Carols by Candlelight Committee. Ald. Richardson's statement in support of her nomination is as follows:

Ald. Richardson	Walking home from work one night on Christmas Eve in 1937, Norman Banks, a radio announcer passed a window and saw an elderly woman inside sitting in bed, listening to "Away in the Manager" on the radio and singing along with her face lit by candlelight. "How many others spent Christmas eve alone?" he wondered, and the idea dawned to invite people to a group event to sing Christmas carols together by candlelight. Hence, the first Carols by Candlelight event was held in Alexandra Gardens, Melbourne in 1938. The Carols by Candlelight event has featured strongly in the life of my family. Firstly, with my own children and lately, with them and my grandchild. I would be honoured to serve on a committee that continues this very worthwhile family tradition in Glenorchy.
------------------------	---

Recommendations

This report recommends that Alderman Richardson is appointed to the Glenorchy Carols by Candlelight Committee in accordance with clause 5(7) of the Policy, and that nominations are sought for a second committee member.

Consultations:

Mayor
Aldermen
Executive Leadership Team

Human Resource / Financial and Risk Management Implications:

There are no human resource or financial implications.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If Council does not appoint Aldermen to the various committees and statutory bodies: - Council will be in breach of the Policy and various legislative requirements, and - Governance control will be less effective and Council's ability to discharge its statutory functions will be jeopardised. The above would represent a significant regulatory and policy breach.	Major (C4)	Unlikely (L2)	Moderate	Council makes considered appointments to the various committees in accordance with the recommendations and procedural requirements set out in this report.

Community Consultation and Public Relations Implications:

The Board of Inquiry process identified a number of critical issues concerning Council's governance practices, some of which were directly related to representation on, and the activities of, committees administered by Council.

Committees play a vital role in Council's ability to discharge its functions and duties to the community, and in ensuring that appropriate oversight of governance and critical Council functions is maintained.

As part of the process of restoring community faith in Council it is essential that the process of nominating and appointing Aldermen to committees is transparent, considered and conducted in accordance with all relevant legislation, policies and procedures.

Recommendation:

That Council:

1. CONFIRM the Mayor's appointment as Council's Aldermanic representative on the following external bodies, as required under section 27(1)(f) of the *Local Government Act 1993*:
 - (a) Local Government Association of Tasmania
 - (b) Southern Tasmanian Councils Authority
 - (c) TasWater board, and
 - (d) Hobart Glenorchy Joint Authority

2. APPOINT Alderman Dunsby to the Safer Communities Committee
3. APPOINT Aldermen Richardson and Sims to the Glenorchy Arts and Cultural Advisory Committee
4. APPOINT Aldermen Carlton, Thomas and Sims to the Glenorchy Youth Task Force
5. APPOINT Aldermen Dunsby and Thomas to the Glenorchy City Council Access Committee, and
6. APPOINT Aldermen Richardson to the Glenorchy Carols by Candlelight Committee.
7. CALL for nominations for a second committee member for the Glenorchy Carols by Candlelight Committee.

Attachments/Annexures

- 1 [E](#) Nominations and Appointments to Committees and Other Bodies Policy

12. COUNCIL MEETING START TIMES

Author: Acting Director, Corporate Governance (Simon Scott)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Council Meetings

Community Plan Reference:

Under the *City of Glenorchy Community Plan 2015 – 2040*, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency

4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.

Reporting Brief:

The purpose of this report is to seek Council’s review of Council meeting commencement times.

Proposal in Detail:

Current Status

At its meeting held on Monday, 27 November 2017 (item 5), Council adopted the 2018 Council and Glenorchy Planning Authority (**GPA**) Schedule of meeting dates and times (see Attachment 1) and through the General Manager the public were duly notified accordingly.

Notwithstanding, under regulation 6(2) of the *Local Government (Meeting Procedures) Regulations 2015* (**LG Regulations**):

After each ordinary election, a council and a council committee are to review the times of commencement of their meetings.

Furthermore, under regulation 6(1):

*A meeting **is not** to start before 5:00 pm, unless otherwise determined by the Council by absolute majority or by the council committee by simple majority.*

To avoid any doubt, this report does not address any changes to the GPA schedule of meeting dates and times, as being a council committee of Council (section 23 of the *Local Government Act 1993*), the GPA will need to review the times of commencement of their meetings separately in accordance with the LG Regulations.

Previous Council Resolutions

At the back of a Notice of Motion by Alderman Luke Martin (item 16.1 – 16 January 2012) (see [Attachment 2](#)), Council approved that Council meetings, workshops and GPA meetings commence at 3:00 pm (see [Attachment 2](#)).

Prior to that, Council meetings generally commenced at 6:00 pm.

In the Notice of Motion, Council considered a number of arguments for holding Council meetings, workshops and GPA meetings during normal business hours, namely:

- direct cost savings to Council, with Council staff and ELT no longer having to be compensated for working into the night or a meal allowance
- improved productivity of ELT and Council staff in no longer having to work excessively long days on Council meeting and workshop days
- create a more corporate-like governance structure where all major activities and decision making processes of Council occur during business hours
- enhance staff/aldermen relations and organisational morale with more staff being able to attend and participate in Council meetings and workshops as part of their general workday activities
- improve Council productivity, particularly for Aldermen who currently attend meetings after working all day, as well as for Alderman with family, business and other responsibilities in the evening
- make Council meetings more accessible to Glenorchy residents who are unable or unwilling to attend Council meetings in the evening, and
- the potential to generate greater media coverage and awareness of Council meetings and decisions, as media outlets are far more likely to attend and report on meetings held during the day.

A previous Council report (9 November 2009, item 24) also commented on the following:

- the survey provides conclusive evidence that stakeholders favour a 3:00 pm start time for GPA meetings
- the surveys do not provide conclusive evidence that the community want Council meetings to start at 6:00 pm
- empirical evidence illustrates that 6:00 pm Council meetings achieve close to 0% community attendance
- the personal safety of staff, Aldermen and members of the public attending meetings will be improved both before, during and after meetings
- there will be efficiency gains because staff who are required to attend a meeting will be able to continue working until shortly before their item is discussed (i.e. reduce the 'waiting' time)

- there will be no problems gaining access to the building for Aldermen or members of the public
- security of Council property against theft will be improved, and
- public transport services are better during the day than they are after hours so it will be easier for community members who rely on public transport to attend.

Two surveys were conducted by Council in consultation with Myriad Consultancy in April 2009. The results were as follows:

Survey 1: 200 randomly selected residents	Council Meeting	GPA Meeting
Attended a meeting in the previous 12 months	2.0 %	2.5%
Favour a 3:00 pm meeting start	37.0%	37.5%
Favour a 6:00 pm meeting start	32.5%	32.0%
No preference meeting start	30.5%	30.5%
	100.0%	100.0%
Sampling error results in a 95% confidence level that the results obtained are within 7% of the 'true' results		

Survey 2: 100 developers, representors and others who have been involved in GPA planning decisions over the past few years	Council Meeting	GPA Meeting
Favour a 3:00 pm meeting start	43.2%	49.0%
Favour a 6:00 pm meeting start	33.3%	29.4%
No preference meeting start	23.5%	21.6%
	100.0%	100.0%
Sampling error results in a 95% confidence level that the results obtained are within 8% of the 'true' results		

Past Council Meetings Duration

Council's easily available records indicate that there 131 Council meetings between November 2009 and January 2018 (109 ordinary Council meetings and 22 special Council Meetings). Of those, 15 have been chaired by a single Commissioner (20 February 2017 – 15 January 2018) and are arguably not reflective of a typical Council meeting (i.e. less meeting procedure, notice of motions, and questions with and without notice).

Concentrating on the 96 ordinary Council meetings held between 9 November 2009 to 20 January 2017:

- the average meeting time for the period was around 3 hours (ranging from 12 minutes to 6 hours 44 minutes, with a median duration of 2 hours 14 minutes).
- There were 12 meetings predominantly in the last elected Council that were over 4 hours duration.

Thus, should Council meetings commence at 6:00 pm then predictably, on average, they should finish at approximately 9:00 pm (excluding breaks commensurate with enterprise agreement arrangements).

Other Tasmanian Councils

Based on publicly available information on the 29 Tasmanian Council websites, 25 have monthly ordinary Council meetings, with the exceptions being Launceston, Hobart and Kingborough (fortnightly) and Clarence (every three weeks).

Meeting commencement times range from 10:00 am to 7:30 pm (see below) with eleven (11) councils commencing before 5:00 pm, six (6) councils commencing at 5:00 pm, and the remaining 13 councils commencing after 5:00 pm:

Start Time	Number	Councils
10:00 am	3	Central Highlands, Southern Midlands and Break O'Day
1:00 pm	4	Launceston, Tasman, Flinders and George Town ¹
1:30 pm	2	Meander Valley and West Tamar
3:00 pm	1	Glenorchy
4:30 pm	1	King Island
5:00 pm	6	Hobart, West Coast, Glamorgan-Spring Bay, Northern Midlands, Latrobe and George Town ¹
5:30 pm	3	Devonport, Kingborough and Brighton
6:00 pm	7	Huon Valley, Sorell, Derwent Valley, Circular Head, Waratah-Wynyard, Central Coast and Dorset
7:00 pm	2	Burnie and Kentish ²
7:30 pm	1	Clarence
1. Of note, George Town Council alternates ordinary Council meetings start times being 1:00 pm and 5:00 pm respectively 2. Kentish Council has 6:30 pm start times during the winter months		

With respect to the day of ordinary Council meetings, it would appear that Monday has been the preferred day for Glenorchy since at least 1991 (based on records currently on-hand within Council). Furthermore, the latest approved Council schedule of meeting dates and times took into consideration that wherever practicable the last Monday in the month was the preferred option (i.e., it allowed sufficient time for Council operations to prepare timely financial and non-financial corporate reports for the agenda). Accordingly, it is not recommended that Council change the day of the ordinary Council meeting at this stage.

Enterprise Agreement Considerations

Under the current Glenorchy City Council Enterprise Agreement 2016, overtime and meal allowances are of note. Affected staff are entitled to overtime rates after 5:25 pm, being time-and-a-half for the first two hours and double-time thereafter.

With respect to meal allowance, affected staff who work more than 2 hours' overtime in a minimum of 10 hours on duty are entitled to be paid \$15.02 (increases to \$15.39 on or after 7 May 2018).

Another consideration is that affected staff are entitled to a 50 minute unpaid meal break, if they have worked more than five (5) hours.

However, if Council provided a meal to the equivalent value of the meal allowance (and for the necessary duration of 50 minutes) this would negate the requirement to pay the meal allowance. As an example, Circular Head Council provides councillors and staff a substantial catered meal before the commencement of their Council meeting at 6:00 pm.

Financial Considerations

The following table compares estimated operational costs for commencing a meeting at 6:00 pm for 12 ordinary Council meetings that run for 3 hours:

	Non-Catered	Catered
Overtime for One (1) Staff	\$2,249	\$2,249
Meal Allowance (or Equivalent) for Ten (10) Staff	\$1,828	
Catering for Aldermen, General Manager, Directors, Chief Financial Officer, Executive Support and Three (3) Additional Staff (20 head in total @ \$20)		\$4,800
Casual Meal Server and Cleaner		\$600
	\$4,077	\$7,649

Depending on which staff are required to stay back for the purposes of providing further advice on open and closed Council reports, this would have a further cost impact on overtime and meal allowance/catering.

There may also be a requirement for the provision of hired security, should there be the requirement to ensure the safety of Council meeting attendees returning to their vehicles after hours (and especially in the winter months). No estimates for this potential additional operating expense have been sourced.

At present, the estimated operational costs identified above are unbudgeted.

Work-Life Balance Considerations

There is an inherent tension between balancing the appropriate ordinary Council meeting commencement times if considering the combined needs of ratepayers and general community, Aldermen and staff combined.

It may be argued that Aldermen have made the conscious decision to serve the Glenorchy Community as elected representatives and thus would be expected to remain flexible to meet the demands of the position. From observation, most members of the public that attend Council meetings are semi-to-fully retired and may not wish to attend Council meetings that start later especially in the darker winter months.

It is unknown whether a different commencement time might attract other members of the community (e.g., shift-workers, individuals with parental or carer responsibilities, those reliant on public transport, youth etc.). Anecdotally, previous Council reports indicated that public attendance to Council meetings commencing at 6:00 pm was practically non-existent.

It is known that most staff required to attend Council meetings have family responsibilities and a later commencement time is likely to have a negative impact on affected individuals.

Summary

At least three (3) options are open for Council to consider with respect to the ordinary Council meeting commencement times and these are tabled below:

	Option 1	Option 2	Option 3
Commencement Time	3:00 pm	5:00 pm	6:00 pm
Predicted Average Finish Time	6:00 pm	8:00 pm	9:00 pm
Overtime Estimate for One (1) Staff Member	Nil	\$1,874	\$2,249
Staff Meal Allowance (or Equivalent)¹, or	Nil	\$1,828	\$1,828
Catering¹	Nil	\$5,400	\$5,400
Potential Additional Security Measures	No	Yes	Yes
Work-Life Balance – Staff	☺	☹	☹
Community Attendance	Known	Unknown	Unknown
1. To avoid any doubt, the estimated cost will be based on whether the Council meeting is catered or non-catered.			

Based on a range of considerations including (but not limited to) cost, staff work-life balance and family commitments, community attendance, media coverage, access to public transport, security and public safety, efficient use of Council resources etc., it is recommended that Council resolve to maintain the current practice of commencing ordinary Council meetings at 3:00 pm.

Consultations:

Nil

Human Resource / Financial and Risk Management Implications:

The human resource implications with respect to staff work-life balance and family commitments for a later Council meeting start have been discussed above.

Similarly, with respect to financial management implications there are ongoing unbudgeted operational expenses conservatively estimated to range from \$3,700 – \$7,650 per annum for ordinary Council meetings alone (this figure would at least triple if GPA meetings, special Council meetings and workshops were factored).

This amount would also increase with additional overtime (meeting length and number of affected eligible staff at any one meeting), potential additional security measures, staff taxi fares etc.

The risk management implications with respect to Council adopting meeting dates and times are as follows:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If Council does not adopt Council meeting dates and times for 2018, Council will be in breach of the relevant regulations.	Minor (C2)	Almost Certain (L5)	Notable (10)	Council adopts the Council meeting dates and times for 2018, as recommended.

Community Consultation and Public Relations Implications:

An absolute majority of Council is required to commence Council meetings earlier than 5:00 pm (regulation 6(1)). The LG Regulations are silent with respect to commencing Council meetings after 5:00 pm.

Notices of meetings are advertised in accordance with regulations 7(2)-(4) of the LG Regulations.

Recommendation:

That Council:

1. ADOPT the Council Meeting Dates and Times Schedule for 2018 in the form of Attachment 1, and
2. NOTE that Glenorchy Planning Authority will need to review the times of commencement of their meetings separately in accordance with Regulation 6(1) of the *Local Government (Meeting Procedure) Regulations 2015*.

Attachments/Annexures

- 1 [2018 Council and GPA Meeting Dates \(Approved Item 5 - 27 November 2017\)](#)
- 2 [Extract from 16 January 2012 Council Meeting \(Item 16.1\)](#)

13. CORPORATE REPORTING FRAMEWORK

Author: Acting Manager, City Strategy and Economic Development
(Erin McGoldrick)
Finance Reporting Officer (Allan Wise)

Qualified Person: David Ronaldson, Acting Director Community, Economic
Development & Business

ECM File Reference: Corporate and Financial Reporting 2018

Community Plan Reference:

Leading Our Community

Govern in the best interests of our communities.

Strategic or Annual Plan Reference:

Leading Our Community

- 4.1 Govern in the best interests of our community.
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency.
 - 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.
 - 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.

Reporting Brief:

The purpose of this report is to seek Council's approval of a new Corporate Reporting Framework for Council.

Proposal in Detail:

The proposed Corporate Reporting Framework for Council seeks to provide both elected members and senior Council officers with guiding principles and key structural elements needed for appropriate, effective and predictable sharing of information.

The report which is Attachment 1 presents the following for Council's consideration:

- an outline of the current Council reporting environment
- an outline of the development and drafting of improved reporting mechanisms, and
- plans for the implementation of the new Corporate Reporting Framework over the next twelve months.

Consultations:

All directorates and sections of Council
Executive Leadership Team
General Manager
Communications and Marketing Advisor

Human Resource / Financial and Risk Management Implications:

The human resource required for implementation of a performance reporting system was a key consideration in its development.

The proposed Corporate Reporting Framework is based on existing datasets collected. The format allows this information to be collated by managers and passed onto Directors to draft their summaries. The system is designed to enable minimal additional staff resources for collation and publication of the reports.

The updated monthly Statement of Financial Performance format enables increased staff efficiencies in the finance department, allowing better use of finance staff time.

Community Consultation and Public Relations Implications:

Consideration was given to the existing channels of communication between Council and the community and how improvements can be made by providing predictable, timely reports.

Improved reporting formats aim to assist the community to understand the strategic and key operational activities of Council, thus creating potential for positive public relations outcomes.

Recommendation:

That Council:

1. ENDORSE the Corporate Reporting Framework as an additional reporting mechanism of Council, including the Calendar of Reports, General Manager's Overview and Directorate Summaries, Annual Plan Progress Report and Monthly Statement of Financial Position
2. ENDORSE the replacement of Council's Monthly Corporate Performance Indicators Report with the Monthly Statement of Financial Position, effective from March 2018
3. RESOLVE to undertake a review of the General Manager's Overview and Directorate Summaries in October 2018, and
4. RESOLVE to undertake a review the Corporate Reporting Framework in January 2019.

Attachments/Annexures

- 1  Corporate Reporting Framework and Appendices.

14. REVIEW OF GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE

Author: Mayor (Ald. Kristie Johnston)

Qualified Person: Mayor (Ald. Kristie Johnston)

ECM File Reference: General Manager

Community Plan Reference:

Leading our Community

The communities of Glenorchy will be confident that Council manages the community's assets soundly for the long term benefit of the community.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
 - 4.1.2 Manage the City's assets soundly for the long term benefit of the community.
 - 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.
- 4.2 Prioritise resources to achieve communities' goals
 - 4.2.2 Ensure we have a skilled, capable and safety-focused workforce.

Reporting Brief:

To consider recommendations from the General Manager's Performance Review Committee (**GMPRC**) to Council regarding a review of the Committee Detail Sheet in compliance with the Glenorchy City Council Ministerial Directions and in line with the General Manager's Contract of Employment (**CoE**).

Proposal in Detail:

Background:

On 10 January 2018 Glenorchy City Council entered into a CoE with Tony McMullen for the position of General Manager of Glenorchy City Council. Among other things, the CoE provides that:

7.2 General Manager's Performance Review Committee

- (a) *Council will appoint a General Manager's Performance Review Committee ("the Committee") consisting of the Mayor and two councillors to co-ordinate the conduct of performance review of the General Manager.*
- (b) *The Committee will in its discretion following consultation with the General Manager appoint an independent consultant to assist the performance review process.*

7.3 Conduct of Review

- (a) *Not later than 28 days before a performance review of the General Manager the Committee having consulted with Council will provide the General Manager in writing the details of any particular matters to be addressed at the review and the General Manager will reciprocate.*
- (b) *The independent consultant will prepare a draft report assessing the General Manager's performance taking into account:*
 - (i) *the General Manager's fulfilment of the Duties;*
 - (ii) *the General Manager's achievement of the performance criteria;*
 - (iii) *the General Manager's progress at the Council;*
 - (iv) *any matters communicated under sub-clause (a);*
 - (v) *consultation with councillors and senior management;*
 - (vi) *any other relevant matter;*
- (c) *The consultant will provide the General Manager with a reasonable opportunity to respond to the draft report before presenting it to the Committee.*
- (d) *The consultant will provide the assessment report to the Committee for its review along with the General Manager's comments.*
- (e) *The Committee will after reviewing the assessment report and the comments and [sic] present a report to a Council meeting on the General Manager's performance.*
- (f) *The General Manager will be given a reasonable opportunity to respond in relation to the Committee's report.*

Furthermore, the Ministerial Directions requires the Council to provide for the following in relation to the assessment of the General Manager:

Direction 4 – Committee and membership...

- (d) *developing, if the Council chooses to establish one, appropriate terms of reference for a General Manager's Performance Review Committee, that includes:*
 - (i) *the right of any alderman who is not a member of the committee to attend any meetings of the committee as an observer; and*

- (ii) that the committee is empowered only to make recommendations to be provided to the full council for decisions;*
- (e) ensuring that any committee established to review the general manager's performance is established as a council committee as per s23 of the Act, and not as a special committee as per section 24 of the Act; and...*

Direction 6 – Employment Contracts

- (6) In accordance with section 225(2)(d) of the Act, and with reference to the BOI recommendations 18, 19, 20, 45 and 55, that the Council undertake a review of the approach to managing performance under the general manager's contract of employment including:*
 - (a) the setting of performance indicators, in conjunction with the scheduled time in the general manager's contract;*
 - (b) providing all aldermen with an opportunity to provide input into the setting of performance indicators;*
 - (c) considering the merits of including a provision in the general manager's contract to clarify who approves any leave (annual or personal), noting the usual practice would be the mayor on behalf of council;*
 - (d) ensuring the review of the general manager's performance under his or her contract is conducted using best practice, objective processes, including the use of a professional service provider to facilitate the review process; and*
 - (e) obtaining independent legal advice to assist in matters pertaining to the general manager's contract of employment.*

As such, the current Committee Detail Sheet requires review and amendment to meet the new requirements. The GMPRC met on Wednesday, 14 February 2018 to consider a proposed revised Committee Detail Sheet and to consider recommending and agreed to recommend to Council the adoption of a revised Committee Detail Sheet.

Proposed Changes to the Committee Detail Sheet:

Attachment 1 is a copy of the current Committee Detail Sheet (CDS) for the GMPRC.

Attachment 2 is a marked-up version of the CDS highlighting proposed changes.

Attachment 3 is the proposed final version with the proposed marked-up changes incorporated.

The proposed changes are summarised as follows:

Section	Changes Proposed	Rationale
Type of Committee	From Special Committee to Council Committee	Compliance with Ministerial Direction 4(e)
Purpose of Committee	- include “coordinate the conduct” - reference to development of KPIs - on at least an annual basis - for consideration of Council	- reflects the language of the CoE - reflects the activities of GMPRC as envisaged by CoE - reflects the requirements of CoE - confirms the role of Council as per Ministerial Direction 4(d)(ii)
Extent of Delegated Authority	Authorised to engage and coordinate with a Council approved independent and external consultant in the performance of their professional services and within the budget parameters determined by Council	Reflective of the practical and administrative requirements to perform the functions of the Committee outlined in the CoE whilst maintaining compliance with Ministerial Direction 4(d)(ii)
Membership of Committee	Change from Mayor plus 3 aldermen to Mayor plus 2 aldermen	Reflect the requirements of the CoE
Term of Appointment	Change to Term of Council	Updated in keeping with Council’s Nomination and Appointment to Committee Policy
Quorum	Change from 3 to 2	Reflects the changed membership and a majority required for a quorum
Any other requirements	- expressly provide that all aldermen can attend as observers - provide that secretarial support may be provided by a committee member on a rotational basis - remove references to Council Officers providing services and Council’s solicitor	- in compliance with Ministerial Direction 4(d)(i) - in keeping with the spirit of independent advice and professional services outlined in Ministerial Direction 6

Consultations:

There have been no formal consultations regarding the revision of the Committee Detail Sheet however there have been preliminary discussions between the Mayor and the Director of Local Government to clarify compliance requirements with regard to the nature of a Council Committee.

Human Resource / Financial and Risk Management Implications:

There are no financial risks to updating the Committee Detail Sheet.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Failure to comply with Ministerial Directions results in a significant breach of Council's legislative requirements and further damage to Council's brand and reputation.	Major (C4)	Unlikely (L2)	Moderate	Council adopts the recommendations in this report to ensure compliance with the Ministerial Directions.
Failure to comply with the CoE results in a breach of Council's contractual obligations and exposes Council to liability.	Moderate (C4)	Unlikely (L2)	Moderate	Council adopts the recommendations in this report to ensure compliance with the terms of the CoE.

Community Consultation and Public Relations Implications:

The GMPRC is a key strategic committee for Council as it assists Council in coordinating the monitoring of the General Manager's performance.

Following from the Board of Inquiry process and the Ministerial Directions, there is increased scrutiny on the establishment, conduct, and ongoing compliance of the Committee in relation to good governance practices.

Failure to comply with the Ministerial Directions may result in further damage to Council's reputation and impact on the faith and trust the Community has in the Council.

Recommendation:

That Council:

ENDORSE the revised General Manager's Performance Review Committee Detail Sheet, as set out in Attachment 3.

Attachments/Annexures

- 1  Committee Detail Sheet (Current Version)
- 2  Marked-up Committee Detail Sheet
- 3  Amended Final Committee Detail Sheet (changes accepted)

15. COUNCIL POLICY: GRIEVANCES INVOLVING THE GENERAL MANAGER

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Council Policy

Community Plan Reference:

Under the *City of Glenorchy Community Plan 2015 – 2040*, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency

Reporting Brief:

The purpose of this report is to recommend that Council adopts the ‘Grievances Involving the General Manager’ policy.

Proposal in Detail:

On 29 January 2018, the Minister for Planning and Local Government issued a series of Ministerial Directions under s. 225(2) of the *Local Government Act 1993*. The Directions were issued in response to the findings and recommendations of the Board of Inquiry process into Council (which have previously been reported to Council).

Among the recommendations were the following:

Topic	Summary of Directions
Policies and Procedures	Ensure an appropriate Grievance procedure for Council staff with independent referral for complaints against the General Manager and Senior Staff.

In response to that direction, Council’s People and Safety department has prepared a draft Grievances Involving the General Manager policy, a copy of which is Attachment 1 to this report (**the Policy**).

The Policy sets out the principles and procedures for dealing with a formal Grievance where the General Manager is named as a respondent. Among its provisions, the Policy provides for the following:

- a process for making a formal complaint against the General Manager

- a process for the preliminary investigation of a formal complaint by the Mayor
- the circumstances in which a preliminary investigation will lead to a full investigation, and the process for a formal investigation
- the recognition of and compliance with principles of natural justice and procedural fairness
- methods of resolution and potential outcomes.

The Policy is an important governance document which, if adopted, will provide for improved procedures and governance control and will also address a Ministerial Direction.

It should be noted that, in respect of the 'Senior Staff' referred to in the Ministerial Directives, the General Manager has issued a Grievance Directive which requires independent investigation of grievances involving Directors or the Manager People and Safety.

Consultations:

Acting Director, Corporate Governance

Acting Manager, Governance and Risk

Senior Human Resources Advisor **Human Resource / Financial and Risk Management**

Implications:

Financial: There are no financial implications.

Human resources: Any future grievances involving the General Manager will be addressed in accordance with the new Policy

Risk management:

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If recommendations are adopted: That the Minister for Local Government is not satisfied with the Policy, leading to a need to revise the policy to comply with the Ministerial Directions.	Minor (C2)	Unlikely (L2)	Low	The adopted Policy is provided to the Minister for review, and revisions to the Policy made, if required.
If recommendations are not adopted: Council will be in breach of a Ministerial Direction leading to a significant regulatory breach	Moderate (C3)	Possible (L3)	Moderate	Council adopts Policy as recommended, to ensure compliance with the Ministerial Directions and improve governance control.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

ADOPT the Grievances Involving the General Manager Policy in the form of Attachment 1.

Attachments/Annexures

- 1  Grievances Involving the General Manager Policy

16. STRATEGIC AND KEY OPERATIONAL RISK REGISTER 2018

Author: Acting Manager, Governance and Risk (Bryn Hannan)
Senior Risk and Assurance Advisor (Colette Millar)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Risk Register 2018

Community Plan Reference:

Leading our Community

The communities of Glenorchy will be confident that Council manages the community's assets soundly for the long term benefit of the community.

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.2 Manage the City's assets soundly for the long term benefit of the community

Reporting Brief:

The purpose of this report is to present the 2018 Strategic and Key Operational Risk Register to Council and provide information about its development and application.

Proposal in Detail:

Background

The identification and management of an organisation's risks is critical to ensuring that it is able to meet its operational and strategic goals and is not hindered by an inability to predict or respond to events that threaten its objectives.

Attachment 1 to this report is Council's draft 'Strategic and Key Operational Risk Register 2018' (**Register**). The Register identifies and ranks the most significant risks that Council faces.

The Register (previously referred to as the 'Headline Risk Register') is typically refreshed approximately every three years. The process of conducting the risk refresh is a critical governance task that, to a large extent, influences Council's operations and approach to projects and other activities in the immediate future.

This report provides Council with information about the development of the register and its strategic purpose and importance.

Development of the Register

The Register has been developed with detailed input and interactions from 42 key decision makers across all departments and levels of management at Council.

The Commissioner, members of Council's Audit Panel and Council staff including the ELT, all managers, and any coordinators participated in the development of the Register.

In previous years, Council has engaged external consultants to facilitate the risk refresh process. For the 2017-18 risk refresh, it was determined that because Council staff had the requisite skills and expertise, it would be of greater benefit to conduct the process in-house.

The process was developed and facilitated by Council's Senior Risk and Assurance Advisor and Acting Manager, Governance and Risk, under the supervision of the Acting Director, Corporate Governance. Conducting the risk refresh in-house not only resulted in a significant cost saving to Council (of approximately \$30,000), but also in the process being better tailored to Council's specific activities and requirements, with improved overall results.

Process

The process for developing the Register comprised three parts:

1. the provision of training to all participants in the risk assessment process under Council's Risk Management Directive
2. completion of an online risk survey by all participants, and
3. conducting Council's Management Risk Workshop

1. Training

Training was undertaken in a number of three hour sessions with participants over the course of a week.

The purpose of the training was to provide a high level overview of key risk management principles and concepts, and provide a more detailed guide to the risk assessment process that has been adopted by Council in its Risk Management Directive.

The Directive is a high level document which sets out Council's approach to risk management. It provides direction on how Council identifies, assesses and manages risks, and contains Council's risk management matrix which forms the basis of Council's risk assessment procedures. A copy of the Directive is Attachment 2.

Participants' familiarity with the Directive was essential to ensuring that the risks were adequately identified and assessed in accordance with Council's adopted procedures and criteria.

The training also had the additional purpose of introducing key Council staff to the concept of risk management, and helping to building a culture of risk management awareness with the ultimate goal of embedding risk management procedures into Council's everyday operations and decision making.

2. Risk Survey

Following the training sessions, all participants completed an online survey in which they were asked a series of questions aimed at identifying the risks to Council which they considered to be significant.

The survey questions provided a broad 'snapshot' of Council's risk environment and our strengths and weaknesses.

The data from the survey was reviewed and by Council's Senior Risk and Assurance Advisor to identify broad categories of risks and produce a 'long list' of risk statements across all categories which would be assessed further during the Management Risk Workshop.

3. Management Risk Workshop

The Management Risk Workshops was held on 8 November 2017 with a further supplementary session on 7 February 2018.

Using the data collated from the survey, the workshop participants:

- as a whole group, reviewed the aggregated data from the survey and prepared seventeen (17) risk statements by identifying each risk's potential cause and its likely consequences for Council
- In six smaller groups:
 - discussed and documented Council's existing internal controls that operate to reduce either the likelihood of the occurrence of each risk occurrence, or the risk's impact on Council should an event take place, and
 - considered the likelihood and consequence of each risk and applied a likelihood and consequence score for each one based on the criteria specified in the Directive.

For each risk, the likelihood and consequence scores from all of the groups were averaged to arrive at 'Net Risk Score' for each risk. Risks were ranked according to their highest net risk score. They were also transposed on to Council's risk heat map to determine their overall rating.

The final result of the process was that, of the 17 risks that were initially assessed:

- six (6) risks were rated as 'High'
- nine (9) risks were rated as 'Significant', and
- a further two (2) risks were given a 'Notable' rating, and were therefore excluded from the Register (as required under the Directive).

Under the terms of the Directive, risks with a 'High' rating require action to be undertaken urgently to address them. Risks with a 'Significant' rating require action and active monitoring, as opposed to urgent action.

Strategic Role and Importance of the Register

The Register provide a clear picture of the most significant risks that Council faces over the coming years, as developed by stakeholders. As suggested by its title, it captures both:

- **‘strategic risks’** which are risks which would have significant detrimental effect on Council’s key business processes and activities and have the potential to prevent Council from delivering the objectives set out in its Annual Plan), and
- **‘key operational’** risks which relate to key capital and operational projects and programs.

The Register will also be used guide all critical decisions at senior management level, and also in determining Council’s strategic direction and key projects over the coming years.

Other areas over which the Register will provide guidance include:

- the development and establishment of Council’s 3-year internal audit plan (which reviews the strength of the internal controls that operate over these key risks to safeguard Council)
- the development of Council’s Annual Plan and Strategic Plan activities, and
- the financial decision making that forms the basis of Council’s adoption of the Annual Budget and Long Term Financial Plan.

Over time, management will prioritise and invest in suitable risk treatments to ensure control effectiveness and risk mitigation (as appropriate) for each risk.

Council will also continue to establish a positive risk culture where an open and proactive approach to managing risk is the normal practice. Council’s desired end state is one in which Aldermen, management and staff members’ collective understanding and attitudes toward risk, support appropriate risk-based decision making.

Review by Audit Panel

Council’s Audit Panel’s reviewed the Register at its meeting on 15 February 2018.

The Audit Panel was satisfied that Register has undergone a rigorous process of development and recommended that it be considered for adoption at a future Council meeting.

Consultations:

Audit Panel
General Manager
Executive Leadership Team
Managers and Coordinators

Human Resource / Financial and Risk Management Implications:

There is a significant amount of work to be undertaken to determine appropriate risk treatments if required, and to regularly monitor these risks within this register.

The adoption of Council's Plans and Budget will also need to consider any the risks identified in the Register.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If a suitable whole-of-Council risk register for identifying strategic and key operational risks is not adopted, governance control effectiveness is less optimal potentially exposing Council to significant liability and/or financial loss.	Major (C4)	Likely (L4)	Significant	Council adopt the recommendations in this report regarding the approval and employment of the Register.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

1. ADOPT the Strategic and Key Operational Risk Register 2018 (**Register**) in the form of Attachment 1, and
2. NOTE the Register's strategic importance to Council's future planning and decision making.

Attachments/Annexures

- 1  Strategic and Key Operational Risk Register 2018
- 2  Risk Management Directive

17. MINISTERIAL DIRECTIONS

Author: General Manager (Tony McMullen)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Ministerial Directions

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Our Community's Priorities

Transparent and accountable government

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Leading our Community

Objective 4.1 Govern in the best interests of our community.

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Strategy 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.

Strategy 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.

Objective 4.3 Build strong relationships to deliver our communities' goals.

Strategy 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.

Reporting Brief:

To formally advise Council of the receipt of Ministerial Directions from the Minister for Planning and Local Government following the Board of Inquiry process, and Council's proposed approach to responding to the Directions.

Proposal in Detail:

Ministerial Directions

On 29 January 2018, the Mayor received a letter from the Minister for Planning and Local Government dated 23 January 2018 issuing Ministerial Directions under s. 225(2) of the *Local Government Act 1993* (refer to [Attachment 1](#)).

The Directions were issued in response to the findings and recommendations of the Board of Inquiry process (which were reported to Council at its meeting on 12 December 2017).

The Minister, in a meeting with the Mayor, Deputy Mayor and General Manager on 23 January 2018, indicated that his Directions closely followed the Board of Inquiry's recommendations.

The Minister's letter stated:

"While I acknowledge that the election of a new Council signals a new start for Glenorchy, I am also of the opinion that the Council has a significant task to rebuild confidence, trust, transparency and accountability with its community.

The Ministerial Directions are forward looking given the changed context of a newly elected Council from when the Board finalised its report.

The Directions will assist Council to have the best chance to succeed. The Directions focus on several key areas including: governance; training; policies and procedures; committees and memberships; compliance; and employment contracts."

The Ministerial Directions are summarised in the following table:

Table 1 – Summary of Ministerial Directions

Topic	Summary of Directions	No.
Governance (9)	Developing Statements of Expectations between the Mayor, Aldermen and General Manager to establish clear and agreed protocols for the fulfilment of their respective roles and functions.	6
	Public commitment to ongoing professional development and abiding by the principles of good governance in the Good Governance Guide.	1
	Develop a communication and consultation plan for all internal and external communications and consultation processes.	1
	Reviewing and, amending, if appropriate, within the 2018/19 budget period, 6 of Council's key strategic documents.	1
Training (4)	Review the induction program for the Mayor and Aldermen to ensure adequacy.	1
	Facilitate training for all Aldermen on roles and responsibilities under the Act, financial fundamentals, planning decision-making & meeting procedures.	1
	Implement a professional development program for Aldermen	1

Topic	Summary of Directions	No.
	Develop and facilitate training for all relevant staff in ethics and good governance including meeting procedures and proper recording of minutes.	1
Policies and Procedures (9)	Ensure an appropriate Grievance procedure for Council staff with independent referral for complaints against the General Manager and Senior Staff.	1
	Ensure there is an appropriate policy for appointment of Council staff based on merit.	1
	Develop an appropriate policy and protocols for Council workshops to ensure a clear separation between matters considered at workshops and Council meetings and covering staff attendance & adequate provision of information to Aldermen.	1
	Develop and publish a calendar of Council meetings and workshops.	2
	Ensure the General Manager provides sufficient budget and financial reporting to Council.	1
	Develop a policy on media statements.	1
	Review Council's credit card procedures and policies.	1
	Ensure a policy to address use of external legal advisers including circumstances of engagement, expense limits and reporting.	1
Committees & membership (6)	Review existing Council committees including special committees.	1
	Review representation procedures for all committees.	1
	Ensure Council representatives on special committees report to Council at least annually.	1
	Develop appropriate terms of reference for the General Manager's Performance Review Committee.	1
	Ensure the GMPRC is set up as a Council Committee not a Special Committee.	1
	Review the membership of the Audit Panel, including the merits of full independent membership.	1
Compliance (2)	Develop an annual review program to ensure future compliance with, though not limited to: the Act and regulations, procurement, credit card use, Code of Conduct, Statements of Expectations, Council policies & procedures.	1

Topic	Summary of Directions	No.
	Direct the Audit Panel to undertake an annual review of Council's compliance of all of the above plus employment policies to ensure merit based appointments.	1
Employment Contracts (5)	Review the approach to managing performance under the General Manager's contract including setting of performance indicators, approval of leave, best practice objective assessment processes and independent legal advice on matters pertaining to the General Manager's contract.	5
Reporting (1)	Report quarterly for the term of the current Council to the Minister on the progress of actions to comply with the Directions; and publish this on Council's website.	1
TOTAL NO. OF DIRECTIONS		36

Proposed Response to Ministerial Directions

Council's Interim Executive Leadership Team met on 1 February 2018 to prepare an Implementation Plan for the Ministerial Directions (refer to [Attachment 2](#)).

Council will need to liaise closely with the Director of Local Government to build the trust of the regulator and ensure good communication as the implementation process progresses.

It is proposed that the General Manager will hold an initial meeting with the Director, the purpose of which will be:

1. to review the Directions and clarify any questions that might exist
2. to clarify the specific expectations of the Director in relation to particular Directions, and
3. to provide the Director with information on any work undertaken to date (for example, a number of policies and directives have been approved in anticipation of the Directions).

Following that meeting, it is proposed to provide Council with a monthly update on the progress of implementation of the Ministerial Directions.

It is also intended to advise all staff of the Ministerial Directions by email and follow up face-to-face session as part of the Mayoral and General Manager's forthcoming presentations to all staff.

Consultations:

ELT (Focus meeting 1 February 2018)

Aldermen (at the Aldermanic induction on 3 February 2018)

Human Resource / Financial and Risk Management Implications:

There is a significant amount of work to be undertaken to respond to the Ministerial Directions and to report on their progress of implementation periodically to Council and the Minister.

This work is likely to be centred primarily on Council's Corporate Governance area.

As foreshadowed above, a number of pieces of work have already been undertaken in anticipation of the Board of Inquiry recommendations. These include: Legal Services Policy, Corporate Credit Card Directive, Grievance Directive, Recruitment Directive, Community Engagement Framework and satisfactory provision has already been made in the General Manager's contract or the Act to meet the relevant Directions.

It appears that the most onerous pieces of work required relate to the review of strategic documents and the compliance review of the organisation.

Response to the Directions will require some diversion of resources away from Corporate Governance and other Council areas. However, this is an opportunity cost rather than requiring additional resourcing, per se. Allocation of dedicated internal resources to the project is being investigated.

From a risk management perspective, timely response to the Ministerial Directions is a clear priority for Council in order to avoid future sanctions and in order to build confidence in the regulator and the community that Council has responded adequately to the matters that triggered the Board of Inquiry process.

Community Consultation and Public Relations Implications:

It is proposed that the community is kept informed of the progress of response to Ministerial Directions by monthly update reports to Council that are publicly available at the Council offices and on Council's website.

Recommendation:

That Council:

1. REQUEST that the Mayor writes to the Minister for Planning and Local Government expressing Council's intention to implement the Ministerial Directions as a matter of corporate priority
2. REQUEST that the General Manager seeks a meeting with the Director of Local Government to clarify the Ministerial Directions and ensure a clear liaison process for implementing the Directions, and
3. DIRECTS the General Manager to report monthly to Council meetings on the progress of implementation of the Ministerial Directions.

Attachments/Annexures

- 1  Ministerial Directions arising from the Board of Inquiry
- 2  Ministerial Directions Implementation Plan

18. HOBART CITY DEAL

Author: General Manager (Tony McMullen)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Greater Hobart City Deal

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

We are a proud city; a city of arts; of opportunity; of partnerships; a city that makes exciting things happen.

Our Communities' Goals

Making Lives Better

There will be community services and programs for people of all ages and abilities to connect, support and make lives better.

Our city is easy to get around, with a range of transport choices available to visit family or friends or to access services. The city is well-connected by extensive and well-maintained walking and bike paths, public transport and road networks.

Open for Business

We will create a strong economy and jobs for the future. We will encourage business diversity, innovation and new technologies to stimulate jobs, creativity and collaboration. We will be a place where business can establish, continue and flourish.

Leading our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Making Lives Better

Objective 1.2 Support our communities to pursue and achieve their goals.

Strategy 1.2.2 Build relationships and networks that create opportunities for our communities.

Objective 1.3 Facilitate and/or deliver services to our communities.

Strategy 1.3.2 Identify and engage in partnerships that can more effectively deliver defined service levels to our communities.

Open for Business

Objective 2.1 Stimulate a prosperous economy.

Strategy 2.1.2 Build relationships with government and the private sector that create job opportunities for our communities.

Valuing our Environment

Objective 3.1 Create a liveable and desirable City.

Strategy 3.1.3 Manage the City's transport network and the associated infrastructure to promote sustainability, accessibility, choice, safety and amenity for all modes of transport.

Strategy 3.1.4 Deliver new and existing services to improve the City's liveability.

Leading our Community

Objective 4.3 Build strong relationships to deliver our communities' goals.

Strategy 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.

Reporting Brief:

The purpose of this report is to brief Council on the Hobart City Deal, and in particular the Heads of Agreement, and to seek Council's endorsement of the proposed Governance Framework.

Proposal in Detail:

The Prime Minister and Premier signed a Memorandum of Understanding for a Hobart City Deal on 16 January 2018 witnessed by the Mayors or elected representatives of Hobart, Clarence and Kingborough and the Glenorchy City Council Commissioner (refer to Attachment 1).

The Heads of Agreement commits the Commonwealth and State governments to work together towards the development of a Hobart City Deal.

Councils will be invited to participate in developing and implementing the City Deal.

Vision and Objectives

According to the Heads of Agreement, the Vision and Objectives for the Hobart City Deal are as follows:

The City Deal will provide a framework to support Hobart as it grows as a vibrant, liveable Capital City, which is part of a connected region linking communities, destinations and precincts. It will improve access to communities, education, employment and emerging opportunities, and stimulate economic growth. The City Deal will leverage Hobart's natural amenity and liveability to continue to position it as a growing, innovative and global city.

The City Deal will focus on harnessing the emerging opportunities and investment occurring in Hobart as it transitions into an increasingly diverse, vibrant and populated global city that is an epicentre for the region's community and visitors, cultural arts and recreation activity, businesses and services. It plays a key role in improving the region's research, education, training and international engagement outcomes and is a key enabler of the ongoing growth in Tasmania's visitor economy.

City Deal Projects

The Hobart City Deal aims to deliver a range of key strategic projects for urban Hobart, namely:

1. an Antarctic precinct at Macquarie Point
2. a STEM (Science, technology, engineering and mathematics) campus in inner Hobart
3. integrated passenger transport
4. affordable housing, and
5. a Greater Hobart Act

Governance Structure

The Secretary of the Department of State Growth emailed relevant councils on 7 February 2018 providing details of the proposed governance framework for development of a City Deal (refer to [Attachment 2](#)), which are agreed in principle by the relevant state and Federal Ministers as follows:

City Deal Signatories

Membership: Prime Minister, Premier of Tasmania, Lord Mayor/Mayors of Clarence, Glenorchy, Hobart, Kingborough councils.

Role: Decision-making for the Deal and progressing agreement through Cabinets/Councils.

Joint Ministerial Committee

Membership: Minister for Urban Infrastructure and Cities (Co-Chair), Minister for State Growth (Co-Chair), Lord Mayor/Mayors of Clarence, Glenorchy, Hobart, Kingborough councils.

Role: Decision-making for the Deal and progressing agreement through Cabinets/Councils.

Meets: on ad hoc basis as required (at a minimum twice: at the beginning of negotiations and prior to submitting the City Deal for Government approval).

Senior Officials Group

Membership: Cities Division Executive Director (Co-Chair), Cities Division General Manager, State Growth Secretary (Co-Chair), DPAC Secretary, Infrastructure Tasmania CEO, GMs of the four councils.

Role: Negotiates City Deal, provides strategic direction and oversight of initiatives, provides advice to Ministerial-level group to support final decision making.

Meets: monthly, or as required.

Working Groups

Role: Provide project-specific input and advice to the Senior Officials Group and inform targeted community consultation as required.

Working groups will also undertake project-specific consultation with targeted stakeholders to seek expert input, review and advice.

The Treasurer and the Hon. Paul Fletcher MP have discussed and agreed in principle to the proposed governance arrangements. Once endorsement from councils is obtained, the Senior Officials Group will be convened in coming weeks to ensure work progresses on the development of a Hobart City Deal in the short term.

Discussion

The development of a Hobart City Deal offers a number of opportunities for Greater Hobart in general and Glenorchy in particular. These opportunities flow from unlocking Federal and State government funding and local government co-operation with those governments on projects in integrated passenger transport, affordable housing and the centralisation of additional university functions within inner Hobart, making them more accessible to Glenorchy residents.

The Greater Hobart Act will provide an opportunity for improved governance and infrastructure co-ordination across Greater Hobart. It has the potential to provide a vehicle for greater strategic co-operation between councils and with the State government.

The extensive listing of relevant Community Plan and Strategic Plan excerpts at the start of this report demonstrates the potential for the City Deal to have a close strategic fit with Council's direction.

It is still very early in the process and the full significance and cost-benefit analysis for Glenorchy City Council will take time to emerge. However, the opportunities created by the City Deal process are considered worthy of further exploration.

Consultations:

Minister for Planning and Local Government
Department of State Growth
CEO Infrastructure Tasmania
Hobart and Clarence City Councils and Kingborough Council
Commissioner and General Manager, Glenorchy City Council

Human Resource / Financial and Risk Management Implications:

At this stage, the Human Resource commitment is not fully quantifiable. In the first instance, it is considered to involve the General Manager's participation in the further scoping of the project as part of the Senior Officials Group, which it is intended to convene shortly subject to endorsement of the relevant councils.

It is possible that senior officer involvement may be required in some of the Working Groups. However, this is yet to be fully scoped.

It is proposed to provide Council with regular reports as the Hobart City Deal process progresses so that key decisions around risks and resources are made around the Council table.

Community Consultation and Public Relations Implications:

It is anticipated that community consultation and public relations matters associated with the City Deal would be centrally managed.

From the perspective of the Glenorchy community, it is considered that the City Deal process has a good fit with the Community Plan goals – and the potential to benefit the City in terms of integrated passenger transport, affordable housing and better metropolitan governance and infrastructure co-ordination.

Recommendation:

That Council:

1. NOTE the Heads of Agreement signed by the Prime Minister and Premier on 16 January 2018, for a Hobart City Deal at [Attachment 1](#) to this report
2. ENDORSE the proposed governance framework for a Hobart City Deal received on 7 February 2018 at [Attachment 2](#) to this report
3. AUTHORISE the General Manager to participate in officer discussions in the formation of a Hobart City Deal, including the scoping of a Greater Hobart Act, and
4. REQUIRE the General Manager to provide regular reports to the Council on these matters, including the implications for Council resources, risks and priorities.

Attachments/Annexures

- 1 [Hobart City Deal Heads of Agreement](#)
- 2 [Hobart City Deal Governance Framework](#)

19. PROCUREMENT EXEMPTIONS - MONTHLY REPORT

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Procurement

Community Plan Reference:

Leading our Community

The communities of Glenorchy will be confident that Council manages the community's assets soundly for the long term benefit of the community.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
 - 4.1.2 Manage the City's assets soundly for the long term benefit of the community
 - 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes

Reporting Brief:

This report provides a monthly update to Council on exemptions that have been applied to the procurement requirements under Council's Code for Tenders and Contracts.

Proposal in Detail:

Council's Code for Tenders and Contracts (**Code**) has been made and adopted by Council as required under section 333B of the *Local Government Act 1993*.

Under clause 10.2 of the Code, the General Manager is required to provide a regular report to Council on exemptions that have been authorised to the procurement requirements under the Code. Clause 10.2 relevantly provides:

*In accordance with Regulation 28(j), the General Manager will establish and maintain procedures for reporting to Council **at the first ordinary meeting of Council after the event** in relation to the procurement of goods and/or services **in circumstances where a public tender or quotation process is not used**. Such report will include the following details of each procurement:*

- a) *a brief description of the reason for not inviting public tenders or quotations (as applicable);*

- b) a brief description of the goods or services acquired;*
- c) the approximate value of the goods or services acquired; and*
- d) the name of the supplier.*

A copy of an extract from Council's Purchasing Exemption Register (**Exemption Report**), which is delivered to Council as required under clause 10.2 is Attachment 1 to this report.

The Exemption Report covers the period from **11 January 2018** to **22 February 2018**.

Consultations:

Executive Leadership Team
Manager, Business and Finance
Strategic Procurement Coordinator

Human Resource / Financial and Risk Management Implications:

Nil

Community Consultation and Public Relations Implications:

Nil

Recommendation:

That Council:

RECEIVE and NOTE the monthly Procurement Exemptions Report for the period 11 January 2018 to 22 February 2018.

Attachments/Annexures

- 1  Procurement Exemption Register

20. CORPORATE PERFORMANCE INDICATORS - DECEMBER 2017

Author: Systems Management Accountant (Mark Patmore)
Finance Reporting Officer (Allan Wise)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Leading Our Community

Glenorchy City Council Strategic Plan 2016-25

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Objective 4.2 Prioritise resources to achieve our communities' goals

Strategy 4.2.1 Deploy the Council's resources effectively to deliver value

Reporting Brief:

The purpose of this report is to present Council's Corporate Performance Indicators as at the end of December 2017.

Proposal in Detail:

The Corporate Performance Indicators (**CPIs**) for December 2017 are Attachment 1 to this report. Appendix B to the CPIs is Attachment 2.

Appendix B identifies major year-to-date variances within the various Capital Works programs for this financial year.

Monthly Results

For December 2017 the CPIs recorded:

- 7 red lights
- 6 yellow lights, and
- 14 green lights.

Details of the red and yellow lights are recorded in the following table.

Light Colour	Item	Graph	Comments
●	Lost Time Injury Frequency Rate (LTIFR)	27	There were no LTIs in December. Safety remains a priority for the organisation and this indicator will be reported as red while the rolling 12 month LTIFR remains above the benchmark. It must be noted the benchmark is based on 5 days lost time or more compared to GCC reporting which is based on 1 day or more lost time.
●	Total Capital Expenditure	11	A red light has been assigned to the Total Capital Works program as an indicator the collective program is recording a substantial year-to-date under-spend of \$4.541m.
●	Capital Expenditure – Property	13	The Property program is recording a year-to-date under spend of \$1.600m.
●	Capital Expenditure – Roads	13	The Roads program is recording a year-to-date under spend of \$1.731m.
●	Capital Expenditure – Other	15	The Other program is recording a year-to-date under spend of \$0.993m.
●	Capital Expenditure – Stormwater	14	The Stormwater program is recording a year-to-date under spend of \$0.217m.
●	Total Salaries & Wages – Capital Projects	23	The variance is directly attributable to the under spend in the Capital Works program.
●	Other Employment Costs – Operational Projects	24	Finance has adjusted some on-cost rates which will lead to a gradual smoothing of the budget versus actual variance for the remainder of the year.
●	Corporate Governance - Revenue	7	The major revenue stream currently under budget is KGV commercial lease rental and associated outgoings reimbursement.
●	Corporate Governance - Expenditure	8	Mainly attributable to duplicity of employment costs and unavoidable legal expenses relating to the Board of Inquiry.
●	Capital Grants Revenue	10	While the grant revenue is assured, there are cash flow implications if the funds are not received in the budgeted month. The R2R grant is due to be received late February or early March.
●	Accounts Receivable (non-rates)	21	Aged debt 61 days plus is above the benchmark even after allowing for the substantial doubtful debt.
●	Percentage of Invoiced Rates Outstanding	20	Collection of rates is 3.3% higher than the 40% target. A more detailed analysis may be required if the under-payment of rates is still occurring after the second instalment in February 2018.

● = Red Light: Immediate action required

● = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

No public relations implications are known at this point, and no community consultation has been undertaken.

Recommendation:

That Council:

NOTE the information provided by the Corporate Performance Indicators for December 2017.

Attachments/Annexures

- 1  Corporate Performance Indicators - December 2017
- 2  Appendix B - Capital Variances December 2017

21. ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Actions List - Council Meetings

Community Plan Reference:

Under the *City of Glenorchy Community Plan 2015 – 2040*, the Community has prioritised 'transparent and accountable government'.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
- 4.2 Prioritise resources to achieve our communities' goals
 - 4.2.1 Deploy Council's resources effectively to deliver value

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 15 January 2018.

Proposal in Detail:

Key actions arising out of Council resolutions and/or throughout the general business of Council meetings are captured and distributed throughout Council for completion and update by departmental staff on a monthly basis.

The Actions List (Open Council Meeting) reports on the progress of the items on the list following the 15 January 2018 Council meeting.

The Actions List, updated following the Council meeting on 15 January 2018 is Attachment 1 to this report.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 15 January 2018 Council meeting.

Attachments/Annexures

- 1  Council Outstanding Actions - Open Council Meeting

22. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE

CLOSED TO MEMBERS OF THE PUBLIC

23. APPLICATIONS FOR LEAVE OF ABSENCE

COMMUNITY

24. TASWATER CONDITION TO DEFERRAL OF DECOMMISSIONING OF TOLOSA DAM

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(b) (Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the Council is conducting, or proposes to conduct, business.), (2)(c) (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret.) and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

GOVERNANCE

25. ORGANISATIONAL STRUCTURE REPAIR PROJECT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters.).

26. PROCESS FOR DEVELOPMENT OF GENERAL MANAGER'S KPIS

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters.) and (2)(g)(Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

27. BOARD OF INQUIRY - DIRECTORS AND OFFICERS INSURANCE UPDATE

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters.) (2)(i) (Matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council.)

28. BRIEFING ON TASGAS GAS PIPELINE REPAIR, DERWENT PARK ROAD, SEPTEMBER 2017

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(i) (Matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council.) (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

29. AUDIT PANEL MINUTES AND CHAIR'S REPORT: 8 DECEMBER 2017 TO 15 FEBRUARY 2018 MEETINGS

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

30. ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2005 Section 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

31. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)
